



Office Use Only
TRIM: _____
Grant No: _____
Project Coordinator: _____

# CSRFF Small Grants Application Form

**For projects up to \$300,000 to be acquitted by 15 June 2021**

**You MUST discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.**

**All applications MUST be submitted to your local government. Contact your local government to determine the cut-off date for the submission of applications.**

DLGSC Contact: Richard Malacari	Date: 10 <sup>th</sup> June 2020	Office: Mid - West
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## Applicant's Details:

Organisation Name:	Geraldton Athletics Incorporated				
Postal Address:	PO Box 641				
Suburb:	Geraldton	State:	WA	Postcode:	6531
Street Address:	Pass St				
Suburb:	Wonthella	State:	WA	Postcode:	6530

## Preferred Contact Person:

*All application correspondence will be directed to this person*

Name:	Nicole Batten	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Funding Officer		
Business Phone:		Facsimile:	
Mobile Phone:	0429 311 040	Email:	jjnjbatten@bigpond.com

## Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>	ABN:	38 975 152 905
Is your organisation registered for GST?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's exempt	
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Is your organisation incorporated?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Incorporation #: A1010771W *	
Bank details:	Bank: Bendigo Bank	BSB: 633000	A/c: 160616785

## Local Government Authority Details:

LGA:	City of Greater Geraldton		
Contact:	David Emery	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Sport and Leisure Manager		
Business Phone:	9956 6760	Facsimile:	
Mobile Phone:		Email:	davide@cgg.wa.gov.au

## PROJECT DETAILS

<b>Project Title (brief and specific):</b> Trackside Equipment Storage Facility		
<b>Project Description:</b>		
<p>To build a multipurpose athletics equipment storage facility alongside the Geraldton athletics oval. This will include 2 x 40ft new storage containers fitted with access doorways and ramps to allow for our large equipment trollies. There will also be an electrical connection for lights as well as the ability to install an external screen to allow for athlete links with online training technique sessions and coach development. This facility will replace the existing dilapidated shed structures (Attachment 2) as well as ease the burden and safety for volunteers who set up twice weekly for training and competition of athletics. Currently volunteers move all equipment through the car park, down an embankment and onto the oval at least twice per week.</p> <p>The project will complement the installation of LED lights to the venue as well as enable the expansion of athlete training through not only Geraldton Athletics, but a wide range of sports through the Midwest Academy of Sport.</p> <p>Stage 2 will include a permanent shade structure over both containers and extending out (Attachment 3 &amp; 4) to allow for shade for training sessions, competition, supporters and volunteers.</p>		
<b>How did you establish a need for your project?</b>		
<p>Our club has been working on alternative equipment storage concepts for the past 2 years after our 30+ year old shed is requiring annual maintenance, as well as under constant attack from vandals. (Attachment 2). The existing equipment shed is located at the rear of the carpark making access and mobilising equipment to the athletics oval difficult through vehicles, bollards, down an embankment and onto the oval. This occurs 2 – 3 times per week for training and competition. The value of existing equipment in the shed is \$11,500 with more higher valued equipment stored within the secure alarmed clubhouse building due to the unsafe nature of the existing shed.</p> <p>Our club was then approached by the Midwest Academy of Sport, and one of their lead coaches, to work together in placing an equipment storage facility on the oval for the purpose of expanding their ability to deliver specialised athlete training sessions while storing larger equipment at the track. It was anticipated to also incorporate the ability to demonstrate technique through online platforms eg. YouTube and virtual coaching via external screen. This partnership between Geraldton Athletics Centre and Midwest Academy of Sport is a positive opportunity for both organisations and athlete pathways for the Geraldton and Midwest community.</p> <p>Geraldton Athletics is also aiming to host a Country Championships in which this project will ensure a streamlined event over the 3 days. This event will bring around 300 athletes and more than 900 visitors to Geraldton.</p>		
<b>What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)?</b>		
<p>Alternatives considered were both a shed structure as well as a purpose built 'TacFit Solutions' gym (Attachment 5). The cost of the Tacfit solutions was beyond our budget, and the shed structure was considered less tamperproof from vandals. The size, compact features and ease of establishment deemed this option as preferable, in addition to the permanent nature and ability to expand and utilise all elements of the internal and external walls of the structure.</p>		
<b>Have the full lifecycle costs of the project been considered and can you afford the ongoing costs of managing, maintaining and replacing the facility? Will a specific asset replacement fund be created?</b>		
<p>Due to the construction and materials used for a new storage container, the life span is expected to be 20-30 years with almost no maintenance. A second hand container would be closer to 15 years before maintenance is required. A maintenance plan or asset replacement fund is not required.</p> <p>Currently we have constant maintenance issues as well as vandal damage to our existing storage shed and surrounding area (attached photo's demonstrate this). We have recently received a letter from the City of Greater Geraldton recognising areas that are non-compliant and a safety hazard (Attachment 6). These have since been rectified but as a temporary measure in anticipation of a new equipment storage facility</p>		
<b>Project location:</b>	Adjacent to the Geraldton Athletics building, Pass St, Wonthella. The site plan provides an accurate location and placement of the project	
<b>Land ownership:</b>	Who owns the land on which your facility will be located? City of Greater Geraldton Lease Expiry (if applicable): A new lease agreement is currently being formulated to expand our current lease footprint (attachment 10 & 11).	
<b>Planning approvals</b>	If no, provide the date it will be applied for:	
<b>Where applicable, has planning permission been granted? (LGA)</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	___/___/___
<b>Aboriginal Heritage Act?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___
<b>Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___

<b>Native Vegetation Clearing Permit?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___
<b>Please list any other approvals that are required?</b> Application for Development	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	___/___/___

**How will your project increase physical activity?** Not only will this project benefit our many volunteers who set up and pack up each week, as well as ensure our equipment is secure, we aim to grow our existing and future athlete capabilities, skill, technique and pathway to higher level competition. Geraldton Athletics is also gaining momentum with a 38% increase in membership over the last two years as well as recently being recognised in the 2019 Centacare Volunteer of the Year Awards as the Involving Organisation of the Year winner.

As the sport of athletics uses multiple equipment for the different track and field disciplines, this project will enable our athletes to train for longer due to the accessibility of equipment for individual and small group sessions. It will also assist in the growth and expansion of specialist coaches and fitness trainers both within the club, through the Midwest Academy of Sport as well as other sports. This project will allow our club to embark on a partnership arrangement with the Midwest Academy of Sport by sharing facilities and equipment. It is also anticipated we will have the ability to grow other programs such as coach introduction and development (both for athletics and other sports) and athlete mentors.

The number of user groups who utilise the field for training is growing and is expected to continue due to the installation of lights during 2020. This is the reason for a larger storage area to be placed trackside to allow and provide for the growth and multiple users, in addition to attracting specialised trainers and coaching opportunities.

The Geraldton Athletics facility is also used through the school athletics season, not only to train but for sport carnivals. The track, venue and equipment is hired and our club aims to provide a more streamlined equipment system for these user groups.

**Do you share your facility with other groups?** Yes   No  If so, who: Geraldton Athletics Centre provides a facility for schools to hire for interschool carnival events. The hire includes the oval track, clubhouse (including canteen and toilets) and equipment, eg. Electronic timing gates.

Chapman Valley Football Club are also hiring our facilities for their pre-season training session (letter of support Attachment 12). This includes the clubhouse (toilets, canteen etc) and oval.

Geraldton Athletics also assist the City of Greater Geraldton in grounds booking for other sporting clubs such as La Fiamma Soccer Club, Soccer Roos, Geraldton Triathlon Club and Geraldton Harriers.

Midwest Academy of Sport also utilise the grounds and are looking to formalise a more permanent shared arrangement for athlete training sessions (see letter of support Attachment 7). This project is essential for this partnership to grow and develop, benefiting their athletes as well as our athletes. Geraldton Athletics see this partnership as a catalyst for future programs such as coach development, athlete mentors and pathway development for athletics and other sports.

List the main sport and recreation activities (maximum of 3) which will benefit from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

Sport/community organisation	% use of the facility	Hours per week
Athletics/Geraldton Little Athletics	70	6
Athletics/Specialised Training Session	30	4.5
Multiple Sports/Midwest Academy of Sport	30	4.5

Activity/sport membership numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; social membership numbers not applicable.

Note: if membership is not applicable, ie recreation facility or aquatic centre, enter the number of users of the facility.

<b>2017/18</b>	76 athletes	<b>2018/19</b>	94 athletes	<b>2019/20</b>	122 athletes
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State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the department's website: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

<b>What is the name of the State Sporting Association for your activity/sport?</b>	
Athletics West (recently merging together; Little Athletics WA and Athletics WA)	
<b>Have you discussed your project with your State Sporting Association?</b>	Yes <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> No <input type="checkbox"/>
Contact Name: Vince Del Prete - CEO	Date of contact: 29/01/2020 See attachment 8

## PROJECT DELIVERY

Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe.

Task	Date
Attainment of Council approvals	July 2020
Preparation of tender/quotes for the major works contract	Dec 2020
Issuing of tender for major works	Jan/Feb 2021
Signing of major works contract	Feb 2021
Site works commence	Feb/Mar 2021
Construction of project starts	Mar 2021
Project 50% complete	Apr 2021
Project Completed	Jun 2021
Project hand over and acquittal	June 2021

**Are there any operational constraints that would impact on the construction phase of your project?** (such as your sporting season, major annual event or inclement weather) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral.

There are no foreseeable operational constraints that would impact on the timing of construction and completion of the project. The location does not impact on existing surrounding facilities (Attachment 9 location photo)

## GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

## PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

## APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

Name: Phillip Hadley

Position Held: President

Signature: 

Date: 25<sup>th</sup> June 2020

## LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to [csrff@dlgsc.wa.gov.au](mailto:csrff@dlgsc.wa.gov.au) by the cut off date. A hard copy can also be provided and should be clipped at the top left-hand corner, please do not bind.
- It is recommended that you **retain your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly named and identified** and submitted with the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

The following documentation must be included with your application. Applicants may wish to supply additional RELEVANT information.

<input checked="" type="checkbox"/>	<b>Application form.</b>
<input checked="" type="checkbox"/>	<b>Incorporation Certificate.</b>
<input checked="" type="checkbox"/>	<b>Two written quotes.</b>
<input checked="" type="checkbox"/>	If your project involves the upgrade of an existing facility, include <b>photograph/s</b> of this facility.
<input checked="" type="checkbox"/>	<b>Locality map, site map and building plans</b> (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
<input checked="" type="checkbox"/>	<b>Income and expenditure statements</b> for the current and next financial years. (LGAs exempted).
<input checked="" type="checkbox"/>	<b>Written confirmation of financial commitments</b> from other sources including copies of <b>council minutes</b> . (If a club is contributing financially then evidence of their cash at hand must be provided).
N/A	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
<input checked="" type="checkbox"/>	<b>Itemised project cost for components</b> and identified on the relevant quote for each (including cost escalation).
N/A	For floodlighting projects, a <b>lighting plan</b> must be supplied showing lux, configuration and sufficient power supply

### Your application will be considered not eligible if:

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. **There is no onus on Department staff to pursue missing documentation.**
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made in October and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

## DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CSRFF grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

**You MUST contact your local DLGSC office to determine eligibility before applying.**

Category		Details
Geographical location	<input type="checkbox"/> Regional/remote location <input type="checkbox"/> Growth local government	
Co-location	<input type="checkbox"/> New <input type="checkbox"/> Existing	
Sustainability initiative	<input type="checkbox"/> Water saving <input type="checkbox"/> Energy reduction <input type="checkbox"/> Other	
Increased participation	<input type="checkbox"/> New participants <input type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	

## PROJECT BUDGET

### ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component. *PLEASE ITEMISE BY COMPONENT (e.g changerooms, storage, kitchen) rather than materials (electrician, plumber, finishings).*

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
40ft Storage Container x 2 (\$7,200 ea)	14,400	15,840	Royal Wolf
Mini cube doors (fitted) x 2 (\$2,116 ea)	4,232	4655	Royal Wolf
Access Ramp (\$350 ea)	700	770	Royal Wolf
Basic power electrical work to Australian Standards (\$3,935 ea)	7,870	8657	Royal Wolf
Power connection (laying cables)	2,000	2,200	Elite Electrical –verbal
Site Works – Bobcat hire \$400/day	800	880	Coates Hire – website quote
Site works – Trench machine hire, cabling	150	165	Coates Hire – website quote
Local delivery of storage containers @ \$330	660	726	Royal Wolf
<b>Donated materials (Please provide cost breakdown)</b>			
<b>Volunteer labour (Please provide cost breakdown)</b>			
Draft Work – drawing site plans to scale @ \$40/hr	480	480	Draft work – Volunteer drafting work supplied 12hrs work x \$40/hr
Site Works – demolish old storage shed 6 x \$25 x 8hrs	1,200	1,200	Shed demolition – 8hr day x 6 people x \$25/hr
Site Works – truck removal shed materials	200	200	Truck – removal of shed materials, truck hire 1 hour @ \$200/hr
Site works – Site prep for containers 4 x \$25 x 8 hrs	800	800	Site Prep – Bobcat, shovel, levelling 8hr day x 4 people x \$25/hr
<b>Total: \$2,680</b>			
<b>Sub Total</b>	33,492	36,573	
<b>Cost escalation</b>	1,541	1,695	<b>Please explain amount used – 5% increase does not include \$2,680 volunteer labour as cost are derived from CSRFF Guidelines</b>
<b>a) Total project expenditure</b>	35,033	38,268	

- At least **two written quotes** are required for each component.
- If your project is a floodlighting installation or upgrades, please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.

## PROJECT FUNDING

Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	11,678	12,846	LGA cash and in-kind	N	Verbal support and guidance throughout project planning phase
Applicant cash	5,000	5,500	Organisation's cash	Y	Minutes attached
Volunteer labour	2,680	2,680	Cannot exceed applicant cash and LGA contribution – max \$50,000		
Donated materials	0	0	Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed	3,997	4,397	Loans, sponsorship etc	Y	Midwest Regional Athletics Development Council via Geraldton Athletics Centre Inc
CSRFF request (No Development Bonus)	11,677	12,845	up to 1/3 project cost	N	
or CSRFF request (Development Bonus)			Up to ½ project cost	N	
b) Total project funding	35,033	38,268	<b><i>This should equal project expenditure as listed on the previous page</i></b>		

**REQUIRED: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?**

Electrical work and power connection would become part of stage 2 or perhaps mini cube access doors may be negotiated.

### GST

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